



Volunteer Outreach Assistant

Supervisor: Outreach & Communications Manager

Basic Functions: As an Outreach Volunteer we will work together to educate the community on child abuse and The Children's Advocacy Center. Our goal will be to educate you in our center's processes, so you can make a significant impact on our community.

Requirements:

- 6 Month commitment
- Flexibility to work tasks most needed
- Complete the Darkness to Light Training
- Dedication to behind the scenes/indirect services
- Able to pass background check

Possible Duties Include:

- Contacting Local Businesses/Organizations
- Gather Marketing/Advertising resources
- Attending Job Fairs/Events
- Promote/Coordinate the CAC, Protect Training, and Events/Fundraisers
- Research movements/relevant news
- Other duties as assigned

I understand that there is a 6-month commitment, with a bi-monthly review by the Outreach & Communications Manager. I have reviewed and understand the above functions and conditions of volunteering with the Children's Advocacy Center.

Signature: _____ Date: _____

Printed Name: _____ (Note: This job description is not an employment contract)